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Tiverton Wastewater District (TWWD)

Meeting held at the North Tiverton Fire District, Hilton Street

5:30 PM

Board Meeting Minutes-March 16, 2015

Approved April 20, 2015

Meeting Time: Meeting called to order by Chair Leroy Kendricks at 5:32 PM; LK called roll

TWWD Board present: Leroy Kendricks (LK); Paul Northrup (PN); John Christo (JC), *left at 6:30 PM*; Chris Nearpass (CN); Michelle Tepfenhart (MT); Colleen Stanton (CS)

TWWD Board absent: All members present

TWWD personnel: Lisa Andromalos (LA); Sarah Stearns (SS), Nan Godet (NG)

Guests: Tom Parece (TP), AECOM; Diane Johnson (DJ), ASRWVA; & members of public

- 1) LK asked for approval of the February 18, 2015 draft minutes. CN moved for approval; JC seconded; brief discussion followed: minutes unanimously approved, with amendments.
- 2) LK asked if there were any comments from the public
LK asked if Ford Farm people would like to speak

Lyse Fontaine, resident on Starlit Rd, commented that to charge sewer bill by the amount of water used was an “unfair penalty”; when one waters the lawn, this water does not go into the sewer; so, there is no correlation between water usage and wastewater usage...being charged double penalty...creates a huge bill. Discussion followed

LK/LA said will speak to this on Agenda item 4 b

Pat Aguiar asked about sewer overflows, end-of-line problems; LK said this is “back-flow prevention”; discussion followed regarding blockages/back flows; LA will look into possible liability issue

3) Department Reports:

a) Treasurer’s Report (see appended)

PN ended month of January with a balance of \$258K; in February, collected \$11K in administrative fees; \$19K in sewer usage fees; and \$12K other revenue

PN reviewed expenses; as of Feb 28th there was a balance of \$327K (minus \$118K to be paid to Fall River); PN then discussed variances from Budget

PN has started working on 2015/2016 Budget with LA and LK (LA to get estimate from title examiner this week)

LK called for any questions; JC asked if the Town had paid TWWD, PN responded yes; CN asked about the professional fees that were \$15K over budget, where the majority of that went: LA responded attorney’s fees and communications contract

There being no further discussion, LK moved on to next report

b) General Manager’s Report (see appended)

LA regarding FAQ answers: asked Rep. Edwards if he would like to release his answers and he responded that he would like to wait for the Town’s information; now that Town’s info is available, Christine Hunsinger (CH) is working with him to get those answers posted (LA hoping this week or next)

LA spoke about transition to TWWD from Town

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Regarding newspaper article on Town's freezing funds: TWWD will get funding as per Memo of Understanding (MOU) to run on-site wastewater management program; discussion followed; JC asked if there were any documents to support TWWD's taking on on-site wastewater management issues; LK responded that wording will say TWWD will administer Article 18 of the Tiverton Code; JC asked how Tiverton residents will know, SS responded that Town's website refers to TWWD

LA said TWWD is making a \$118K payment to Fall River; this is for meter reads ending 9/15/14 and 12/31/14; this includes estimated usage from Stonebridge which does not read quarterly. Discussion followed.

LA working to establish standard operating procedures (SOP), including a form for Tri-State (asked for input from CN)

Re: USDA Phase II grant application; if TWWD does not get vote before Phase I funding deadline, can still apply for Phase II funding, if slightly reduced

LK called for any questions; PN question and comment: Community Forum: Has Rep. Edwards indicated if/when there will be another meeting? LA said that likely information would be released from his website and from www.twwd.org Comment: On the \$20K on-site fee, complimented LA and LK for following up. Brief explanation from LK followed. JC complimented LA on payment schedule

c) Superintendent's Report (see appended)

SS said there is only \$15K remaining under the CSSLP program; loan award letter has gone out, need loan agreement finalized between Clean Water Finance and the Town; on-hold until there is a MOU between Clean Water Finance and RI Housing; SS staying in touch with Clean Water Finance to make sure it moves forward. Procedures include \$300 origination fee, and a CSSLP Service fee which is now 1% of the loan (previously 2%)

Developing MOU with the Town for on-site services

Wastewater collection: Confirmed that RI Housing has \$150K left for tie-in loans

SS met with the City of Fall River: Project on Lake Ave for water/sewer line construction; 6 houses in Tiverton can be included in the project; estimated public portion will cost ~\$8-10K, with an additional ~\$10K for the private work (low pressure sewer system); looking for funding sources for public and private sides

SS has had two prospective calls re: tie-in and one new tie-in application; LK commented that the new Fall River agreement has been approved by the Town Council and is being reviewed by the Mayor for final signature (brief explanation of new fees followed: for 20 years; eliminates bedroom fee for existing; \$330 fee for new construction or \$105 per bedroom) JC asked what part of Tiverton Lake Ave? SS responded Northeast quadrant

TWWD working on comprehensive plan with new Town Planner Mark Rousseau; update Sec 7 (wastewater facilities)

Pump Stations: Tri-State will check on Mondays (or probably following Tuesday in case of Holiday), unless there are emergencies

Industrial Drive: Rehab or replace the pump there; quote from Tri-State: \$6.9K replace, \$5.78K rehab; discussion followed; LK asked for a motion that pump be replaced, not to exceed \$6.9K; CN moved; MT seconded; discussion followed; to get at least three quotes; JC asked if the proposed new mall would be included with that pump station (ans: no); motion unanimously approved

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Design Project, CDBG: 2011 funds are actually \$12K less than indicated in letter; 2014 funds are predetermined but not awarded yet; LK asked for totals, SS \$194.54K; 2014 additional \$88K, total project would be the sum of those two numbers.

USDA Phase 1 project: SS has reviewed with TP; generally, the structure will be an agreement between AECOM and TWWD; under amendments 1 & 2, preliminary environmental and engineering reports; 3-5, design. Before moving on to Public Education, must check with USDA on finalizing number of users on system (EDUs); also must make revisions to preliminary engineering report. Looking ahead to define Phase 2

LK asked for questions or comments: general consensus was review “very thorough”

1) New Business

LK asked that item b (Ford Farm) be moved forward so that public could leave, if they desired; CS so moved; MT seconded; unanimously approved.

- a) Ford Farm Irrigation Meters: LA reviewed irrigation and watering, historically, regarding Lyse Fontaine’s (LF) email concerning unfair billing practices; LA and SS met with Paul St Laurent & NTFD staff to look at options. LA thanked JC for providing documents on grass metering discussions. LA reviewed grass metering and 2007 discussions; Town voted to eliminate.

Main reasons program was eliminated were:

1. Type of meter; outdoor meter was too portable and use could not be adequately monitored
2. Enforcement, no penalties
3. Did not encourage water conservation

Primary concern was the meter itself, lack of security and its portability. LA would like to provide fair and accurate way to bill, but there are considerations:

1. Must agree on type of meter: specific make and model approved by TWWD
2. Must be fixed location: not portable
3. Must be isolated to irrigation system alone, and installed in a way that is solely for irrigation
4. There must be some sort of inspection, perhaps bi-annually; must be working properly and not tampered with; there should be penalties if meter is non-compliant
5. There should be some level of fee
6. Must maintain industry standards and comply with Fall River conditions

LA requested permission from the Board to pursue a possible recommendation; JC asked the public a question: What month/s would use meter/water lawns? Ans: 3-4 months, seasonal; CN commented that there was a “large-scale” use of water, and large rebates were requested in the past; LA said there are many issues, a cap being one. Discussion followed. LF asked why tied to water use; LA is an industry standard, only true measure. LK: TWWD gets no benefit from extra water use charge, only from admin fee.

LK asked for motion to instruct TWWD staff to look into issue further and come back to the board, within a reasonable time, with a recommendation; CS so moved; MT seconded; there being no further discussion, motion carried unanimously. LK thanked the public for input.

b) Public Education: Contract Renewal

LA reported that CH is working with Rep. Edwards and she will be the key in getting information out to the public. Her contract was up in December, LA would like to renew in arrears for Feb/March/April and extend for three months, those not to exceed \$9K. Discussion followed; consensus was that this contracted work is crucial for disseminating accurate information to the public, resulting in a positive vote.

LK called for a motion to continue the contract with CH; CN so moved; JC seconded; no further discussion; motion passed unanimously.

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- c) Phase 1 Sewer Expansion Project Update: TP reported on revisions to the plan. (*JC left at 6:30 PM*) SS has driven the areas and TP revised number of lots; TP and SS having a meeting Wednesday of this week to finalize maps and track changes from March 2014 map.

USDA has asked about TWW short-term assets, according to John Lincourt's (JL) report on pump stations and collection systems. JL report must be verified. TP has created a short-term assets schedule; SS has sent to Steve Boynton (SB) to verify. Must set aside reasonable funds each year for repairs/replacements (e.g., clay pipe oldest sections, rest is PVC).

LK called for questions/discussion? Hearing none, LK complimented SS and TP on detail work and resulting higher level of confidence in numbers.

LK: Project updates:

- i) Next BOD meeting will discuss AECOM contract for next Phases. SS, LK, LA, TP to look at.
- ii) Contract will be for Preliminary Engineering that is being done now; second contract for mass of services agreement regarding scope of work for CDBG funds (\$194K and \$88K)

LK asked for further discussion. There being none, moved on to By-Laws.

- d) By-Laws Articles V & VI: Fiscal Year-end assessments and Finances
PN asked if the board had examined; pause so that Articles could be read. Discussion followed. Misconduct question referred to Town Code, Article 18

LK entertained a motion to approve Articles V & VI; CN so moved; MT seconded; no further discussion; motion passed unanimously (*JC no longer present*)

LK entertained a motion to adjourn the meeting; CN so moved; MT seconded; motion passed unanimously (*JC not present*) Meeting adjourned at 6:44 PM.

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